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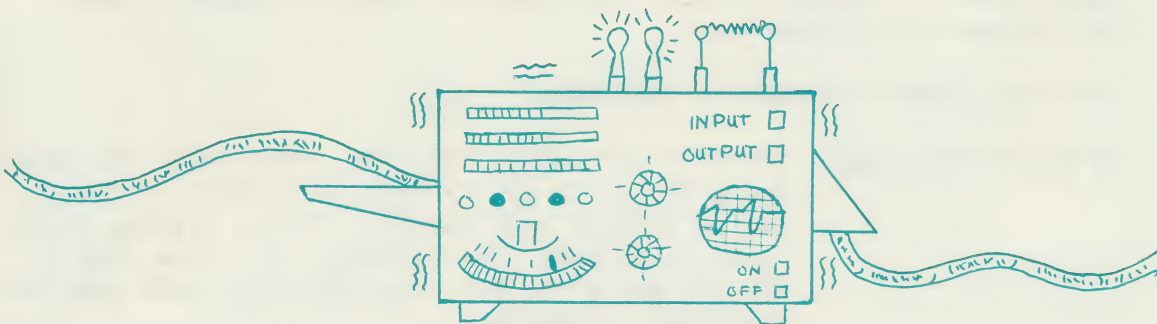
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Ever seen a comma machine?



No? Neither have we. The space age has failed to produce a machine that can punctuate a sentence properly. Computers may be all right for tracking moon probes, but...

Putting commas just where they belong in important correspondence remains a task only a skillful and alert secretary can perform--a task demanding knowledge of all the complex rules, PLUS an intuitive "feel" for what the boss wants to say.

We have no comma machine. There's no such animal.

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(over, please)

happy blend of features, facts, and special articles geared to help you in your day-to-day work.

What does TODAY'S SECRETARY talk about?

It talks about YOU! Your attitude about your job, your boss, the company, the other girls--even yourself. It helps you to sharpen your skills: steno, typing, vocabulary, spelling. It discusses the human side of the job and gives you tips that will make your job much more enjoyable.

It talks about the BOSS! His attitude toward you, his likes and dislikes (how he takes his coffee), his work habits. It tells you how to judge his moods, how to judge office atmosphere.

It talks about the JOB! Your responsibility, interest, office routine, job security. It tells you how to prepare yourself for a particular situation (promotion, demotion, reassignment). Most important, it tells you what to do to keep your job secure.

It talks about FASHION! Yes, fashion! How you look is almost as important as how your letters look. Every issue has its own fashion section that gives you the very latest styles for office, cocktails, dinner, and dating.

In short, TODAY'S SECRETARY talks about everything and anything important enough to help you enjoy your job while climbing the secretarial ladder.

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Cordially,

Nancy Winters

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